

ETHICS IN RESEARCH COMMITTEE (EIRC)

1. STATUS

Committee of Senate (in Research Cluster – Parent Committee = University Research Committee)

2. DATE OF APPROVAL AND GENERAL RULES AND GUIDELINES

(a) Date of approval: Senate, via PC1A/2001 dated 7 February 2001; Senate, via PC 07/2005 dated 27 July 2005; Senate, via Special PC of 2005.

(b) General Rules and Guidelines for Committees:

These terms of reference should be understood in conjunction with the general rules for procedures for committees, as amended from time to time, and published in the Principal's Circular.

3. PURPOSE

To ensure compliance with the highest ethical standards in social and scientific research, including matters involving authorship and research misconduct, but excluding research involving animals.

4. COMPOSITION

The Vice-Chancellor (*ex officio*)

The Deputy Vice-Chancellors (*ex officio*)

The Chairs of the Faculties' Standing Research Ethics Committees, including CHED

Three members of the academic staff appointed by Senate

An external (non-UCT) lay member appointed by Senate

Members co-opted, *ad hoc*, for specific enquiries by the Committee

One postgraduate student, nominated by the Faculty Student Councils.

5. CHAIR/DEPUTY CHAIR

Chair: a person nominated by the Vice-Chancellor, in consultation with the Committee

Deputy: a member of the Committee elected by the Committee

6. QUORUM

Five (5) members constitute a quorum.

7. TERM OF OFFICE

Three years from 1 July.

Note: if the identity of a Chair of a Faculty Research Ethics Committee changes in the course of the current round of appointments to EiRC, the new Chair is co-opted to EiRC until the next round of appointments occurs.

8. TERMS OF REFERENCE

- 8.1 to receive reports from Faculty Research Ethics committees regarding ethics review and clearance processes, at least annually;
- 8.2 to advise Faculty Research Ethics committees, as appropriate, to ensure maintenance of the highest ethical standards in research conducted at and under the auspices of the University;
- 8.3 to make proposals for policy regarding maintaining the highest ethical standards in research;
- 8.4 to hear appeals forwarded from Faculty Research Ethics committees in terms of the Standard Operating Procedure for Appeals to Ethics in Research Committee.

9. PROCEDURES

- 9.1. The Ethics in Research Committee meets four times per annum, but may convene additional meetings if necessary.
- 9.2 The Committee must call for Faculty-specific ethics codes to be lodged with EiR for information and reference purposes, at least once every three (3) years.
- 9.3 The Committee should encourage inter-Faculty discussion and debate around topics of mutual interest, especially regarding ethics review of interdisciplinary research. This is to assist with clarification and sharing of resources to ensure the maintenance of the highest ethical standards in such research endeavours.
- 9.4 The Committee should liaise with the Office of Research Integrity to ensure that research ethics training opportunities are made available at least annually.
- 9.5 The Committee must submit an annual report on its activities to Senate for approval via the University Research Committee.

10. DELEGATED AUTHORITY

The Committee has the power to act on behalf of Senate

- (a) to resolve, advise on, or otherwise deal with concerns, questions, and disputes about the implementation of the UCT Research Policy and the UCT Research Ethics Code for Research Involving Human Participants and other policies, guidelines and codes of conduct on these matters;
- (b) to hear appeals in terms of the Standard Operating Procedure for Appeals to Ethics in Research committee.

11. SERVICING OFFICER

This committee is serviced by the Research Office.